

**Hillsborough Township School District**  
**JOB DESCRIPTION**

***Title:*** School Nurse

***Qualifications:*** Holds or is eligible for a New Jersey Educational Services certificate with school nurse endorsement.

***Primary Function:*** Assists in the implementation of the basic goals of education. He/she is trained to teach, counsel, diagnose and protect the well-being of all members of the school community.

***Report Level:*** Principal

***Major Duties and Responsibilities:***

1. Maintains mandated and permitted student health records.
2. Administers prescribed medications to students in accordance with specified policy.
3. Treats confidential information discreetly.
4. Discusses health problems and/or counsels students, staff or parents.
5. Acts as a resource to the CST in the evaluation of potentially handicapped students.
6. Implements established health procedures with students and/or staff within the limitations of the resources as provided by the district.
7. Utilizes community health resources as the need arises.
8. Assists in adapting the school environment to meet the needs of the medically limited student and to promote a safe physical plant.
9. Acts as a resource person in health education.
10. Works with other professional personnel in developing the health education curriculum.
11. Acts as a liaison between school and community.
12. Administers necessary first aid in accordance with doctor's standing orders.
13. Makes recommendations concerning the safety and cleanliness of the school environment.
14. Plans and conducts screening examinations and health appraisals as established by board of education policy.
15. Implements measures to prevent and control communicable diseases.
16. Participates in the development of policies and procedures for the health program.
17. Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.

**TERMS OF EMPLOYMENT:** In accordance with negotiated agreement.

**EVALUATION:** In accordance with the Board of Education policy.

**APPROVED:** 11/17/08